

FINANCIAL AND ADMINISTRATIVE SERVICES

PROGRAMS

	2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
Administration				
Provides financial management for all City funds and transactions; administers debt policies; develops long range financial plans and oversees internal controls, financial policies and procedures.				
<i>Appropriation</i>	760,985	719,457	679,690	698,392
<i>Full Time Equivalent Positions</i>	5.0	4.5	4.5	4.5
Accounting				
Maintains an accounting system in accordance with generally accepted accounting principles; provides payroll and related services along with capital asset and contract management.				
<i>Appropriation</i>	621,658	558,958	581,421	601,512
<i>Full Time Equivalent Positions</i>	7	7	7	7
Central Contracting				
The Centralized Contracting Division, of the Financial and Administrative Services Department, supports bidding and contracting functions for professional and other services across the organization. Services include bid specification development, conducting bids and requests for proposals, contract development, contract execution, grants management and certain functions of M/WBE Program compliance.				
<i>Appropriation</i>	164,447	122,515	139,636	143,192
<i>Full Time Equivalent Positions</i>	0.0	1.5	1.5	1.5
Collections				
Prepares all required notices/invoices and collects all City revenues including business privilege licenses, parking tickets, street assessments, user fees and utility payments, including Stormwater, Water and Sewer and Solid Waste payments.				
<i>Appropriation</i>	1,228,222	1,330,613	1,287,902	1,325,328
<i>Full Time Equivalent Positions</i>	15.0	15.5	15.5	15.5
Financial Reporting				
Prepares reports on the financial condition of the City, including the Comprehensive Annual Financial Report and reports for State agencies; Provides grant management assistance, monitoring of the City's debt portfolio and coordinates the risk management program. Coordinates the audit function.				
<i>Appropriation</i>	284,972	288,727	284,253	294,328
<i>Full Time Equivalent Positions</i>	3.5	3.5	3.35	3.35
Purchasing				
Purchases materials, supplies and equipment for all City departments; awards purchase and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.				
<i>Appropriation</i>	349,397	373,417	389,209	402,602
<i>Full Time Equivalent Positions</i>	5	5	5	5
Treasury				
Provides cash and investment management to meet the City's liquidity needs along with preservation of principal balances; provides accounts payable and accounts receivable services and supports electronic commerce initiatives for banking and cash receipts/disbursements.				
<i>Appropriation</i>	516,805	554,833	528,301	546,363
<i>Full Time Equivalent Positions</i>	7.55	7.55	7.05	7.05

Departmental Objectives

- Provide quality and timely financial reports, services and products to all customers and partners.
- Partner with the community by effectively informing citizens of financial information and maintaining good community relations.
- Process mission critical services timely.
- Ensure department staff is adequately trained and strive to match the department staff to the overall City population diversity.
- Utilize available technology to improve processing of services and disseminating financial information.
- Maintain or improve the City's financial environment by enhancing the ability to fund service and budget priorities and manage financial resources in an efficient manner while promoting accountability for resource usage.



PERFORMANCE MEASURES

	2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
Efficiency Measures				
• % of total contracts awarded to local businesses	N/A	N/A	55%	55%
Effectiveness Measures				
• Tax-supported debt per capita	<\$1,000	<\$1,000	<\$1,000	<\$1,000
• % of minimum General Fund undesignated Fund Balance	9%	9%	9%	9%
• City general obligation bond rating	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA
• Revenue bond rating	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AA1/AAA
• Certificate of participation rating	AA+/AA2/AA	AA+/AA1/AA+	AA+/AA1/AA+	AA+/AA1/AA+
• % Parking tickets collected	75%	75%	75%	75%
• % Miscellaneous billing collected	98%	99%	99%	99%
• % Assessments collected	80%	75%	75%	75%
• % Stormwater/Solid Waste (Cycle 8) Collected	99%	95%	95%	95%
• GFOA financial reporting standard met	Yes	Yes	Yes	Yes

BUDGET SUMMARY

	2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
Expenditures:				
Personnel Costs	3,179,252	3,104,302	3,053,394	3,174,699
Maintenance & Operations	747,233	844,218	837,018	837,018
Capital Outlay	0	0	0	0
Total	3,926,485	3,948,520	3,890,412	4,011,717
Total FTE Positions	43.05	44.55	43.90	43.90
Revenues:				
Licenses/Permits	3,370,966	3,403,000	3,220,000	3,320,000
Internal Charges	150,335	150,110	150,110	150,110
All Other	214,765	202,000	193,250	193,250
Subtotal	3,736,066	3,755,110	3,563,360	3,663,360
General Fund Contribution	190,419	193,410	327,052	348,357
Total	3,926,485	3,948,520	3,890,412	4,011,717

BUDGET HIGHLIGHTS

- The FY 13-14 budget is decreasing \$58,108 or 1.5%.
- In response to the Council directive to maintain the current tax rate, Finance is eliminating hard copy business license renewal notifications and will coordinate license renewals through non-printed means, saving \$8,800.